

GP ARCHIVES ADVISORY COMMITTEE MINUTES

7.6.11

Attending: Charlie Snyder, Marian Green, Kay Hager, Nancy Schwartz, Glenda Ingham, Nancy Walz, Rebecca Rawls, and very special guest Jim Cole

The new computer is in and installed, thanks to David Altar working with Charlie. It is impressively fast, powerful and should handle our needs for many years to come. Thanks also to Ted for ordering it and enrolling us as a member of the American Association of State and Local History (AASLH) which provided a discount on the PastPerfect software.

Ted also set up an email: archives.garrettpark@comcast.net

Charlie and Nancy W. installed PastPerfect and will continue to set up how to catalog data with the help of the rest of the committee.

On the volunteer front, we're registered with SSL, Montgomery County's Student Service Learning program, and will also be listed with the Montgomery County Volunteer Center soon. Glenda will contact history teachers at Walter Johnson High School who may be able to recommend students and get the word out.

Marian held a well-attended meeting for volunteers to transcribe tapes and conduct interviews for the oral history project (Jane Salomon, Kathryn Mitchell, Barbara Collier, Carol Ballantine, Meme Lincoln). Rebecca noted that it really helps during the transcription process to know the GP history, thus local volunteers may be more effective than a professional service. There are 54 existing oral histories at last count. Nancy S. is compiling a list of future interviewees.

Suzanne Grefsheim has offered to volunteer her expertise as a librarian. (Just in time for PastPerfect.)

Another aspect of gathering oral histories was suggested by Marian: Provide the current and former mayors and council members with an open-ended questionnaire, perhaps online, that lets them share their "memorable contributions" or whatever anecdotes or perspectives they may have.

Elizabeth's schedule will be Mondays 1:30-3:30 pm and Thursdays 10:30-12:30, when she'll be in the Archives room assisting with various tasks and helping to supervise volunteers.

To beef up our public relations efforts, create buzz and interest more people in the Archives, Jim Cole offered to write a humorous blog based on tantalizing archival material, using the pen name "Archive Annie."

Rules for Use of the Archives: Charlie circulated a rough draft, awaiting all of our comments.

Rebecca suggested collection policies that we could research such as: Disaster Planning; Temporary Custody: Accession and Deaccession. PastPerfect addresses the latter two and the committee agreed that Disaster Planning wasn't needed at this time.

NEXT MEETING: WED. SEPT. 7th